



CITY OF MENIFEE

SUBJECT: Side Letter of Agreement with the Meniffee City Employees' Association Professional Unit

MEETING DATE: June 4, 2025

TO: Mayor and City Council

PREPARED BY: Silvano Rodriguez, Human Resources Manager

REVIEWED BY: Angela Rivera, Human Resources Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Side Letter of Agreement with the Meniffee City Employees' Association (MCEA) Professional Unit, removing the Assistant City Clerk from the Professional Unit and designating the position as a confidential position; and
2. Adopt a resolution amending the salary and benefits of unrepresented confidential employees to include the Assistant City Clerk position.

DISCUSSION

On August 7, 2024, the City Council adopted Resolution No 24-1464, approving a Memorandum of Understanding (MOU) with the Meniffee City Employees' Association, which included the Assistant City Clerk position within the Professional Unit. Following an internal operational and legal review, the City has determined that the duties of the Assistant City Clerk meet the criteria for reclassification to a confidential designation under the Meyers-Milias-Brown Act (MMBA), which excludes employees with access to confidential labor relations information from representation.

Key responsibilities supporting the confidential designation of the Assistant City Clerk include:

- Access to Confidential Records: The position handles legal records, resolutions, ordinances, and Political Reform Act filings involving confidential financial disclosures.
- Assumption of City Clerk Duties: This role assumes responsibility in the absence of the City Clerk, including attending meetings involving sensitive legal discussions.
- Oversight and Discretion: Responsible for processing administrative contracts, administering oaths, and ensuring compliance with election laws and public records.

- **Direct Contact with Leadership:** Interacts frequently with elected officials and department heads on sensitive matters.

The Meyers-Milias-Brown Act (MMBA) requires public agencies to meet and confer in good faith with recognized employee organizations regarding wages, hours, and working conditions. The City completed the meet and confer process with MCEA on April 29, 2025, and no objections were raised.

On September 4, 2024, the City Council adopted Resolution No. 24-1493, establishing the salary and benefits of unrepresented confidential employees who are not covered under an approved MOU with a recognized employee labor organization. In addition to the proposed Side Letter of Agreement, a resolution amending the salary and benefits of unrepresented confidential employees is required to integrate the Assistant City Clerk position. There are no changes to the salary or duties, the Assistant City Clerk position would receive the cost-of-living adjustments and other benefits consistent with the Professional Unit.

FISCAL IMPACT

There is no fiscal impact associated with this action, as this agreement does not alter employee wages, benefits, or overall operational costs.

ATTACHMENTS

1. Side Letter of Agreement
2. Confidential Resolution